

Shaily Raizada

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A professional with 11 years of experience in Human Resource (Generalist & Recruitment) seeking assignments in Human Resource Management with a reputed organization.

Areas of Expertise

- Payroll
 - Induction & Training
 - Appraisals & Increments
 - Employee Engagement
 - Employee Grievances
 - HR Admin
 - Recruitment
-

Employment Details

1] Company : Blubuck Products Pvt Lts, Mulund, Mumbai Sunny Group of Company

Product brand name: Sunny home care

Production plant Wada, another going to start in Vapi.

Concentrated Floor cleaning (phenyl) Suuny Active shine Sunny green, Sunny milky, sunny gold.

Blubuck products Pvt Ltd is sole sales and Distributor of Sunny products.

HO in Mumbai, sales unit is in Maharashtra, Goa, Gujarat, Rajasthan, UP, NCR, WB, MP, AP,

Designation : Asst Manager- Human Resource

Duration : July 2017- till date

Achievements:

- Successfully implemented HR software (Spine) in our organization,
- Time Office and payroll processing with PF, ESIC and other statutory compliances,
- Policy Formulation as per industry benchmark and Execution of same.
- Operational HR, Talent Acquisition, Orientation and Induction , Performance Management.
- Employee Engagement initiatives such as Annual day events, Cultural events and celebrations.
- Working on Even Calendar basis for Annual activities.

1] Company : Elite Consultants, Navi Mumbai

Elite Consultants is a recruitment consultant which provides pan India service to Engineering, Infrastructure, IT, Banking domain Companies for senior to top level positions.

Designation : 'Manager – Human Resource & Business Development'

Duration : August 2010 to June 2017.

Achievements:

- Rewarded as Star of the month, and performance of the month.
- Successfully handled Sr positions recruitment till there joining.

2] Company : Alchemyjobs, Navi Mumbai

Engaged in Consultancy services in recruitment for IT, Banking, Retail clients

Designation : 'Team Leader'

Duration : Jun 2009 to August 2010.

Team handling : Handel 3 members directly with two repartees from different branch.

Achievements:

- Rewarded as Star of the month, and performance of the month.
- Successfully trained fresher in recruitment.
- Earned maximum incentives from the company.

3] Company : Great Search Staffing & Management System Pvt. Ltd (GSM), Pune

Engaged in Consultancy services in recruitment, Staffing for IT, Banking, Insurance, Engineering, \KPO area.

Designation : Member Talent Acquisition

Duration : June 2008 to Feb 2009

Achievements:

- Recognized by one of the Insurance client with gift hamper, win top 3 recruiter in there recruitment drive in month of Oct 2008.
- Organized campus interviews in different management collages.

4] Company : RSIT Services, franchisee of Sampoorna Computer People Pvt. Ltd., Pune

Engaged in Consultancy services in recruitment, Staffing for IT, Banking, Insurance, Engineering, KPO area.

Designation : Associate Recruitment Executive

Duration : March 2007 to June 2008

Achievements:

- Recognized by head office due to good performance in recruitment competition organized by one of our MNC client in the month of August 2007.
- Arrange scheduled interview full drive and co-ordinate with client.
- Conducted pre selection tests for candidates.

Job Profile

• **Joining , Induction :** -

Handling Joining, Induction and reliving formalities.

Collection & verification of new joiners.

Preparing Offer Letters, Appointment Letters, Increment Letters, salary slips, Warning letter, Termination letter, etc.

Opening bank accounts of employees for salary.

• **Appraisals & Increments :** -

Monthly review system for employees.

Monitoring MIS system.

• **Employee Grievances & Retention:** -

Resolving employee's grievances with a solution in co-ordination with Management.

Looking after the retention of employees.

• **HR Admin**

Holiday list- State wise

Handling Administration activities.

Birthday, festival Celebration.

Stationery & Printing
Housekeeping

- **Payroll System:** -
Maintain Attendance through Biometric system, Whatsapp Attendance and manual records.
Leave Management, introduce Spine payroll system in Organization.
- **Recruitment:** -
Handling End to End recruitment.
Preliminary interviewing and joining formalities
Managing MIS for costing and resource mobilization.
Recruiting through Job Portal, reference, Social Media etc.
Screening & finalizing candidates as per the specifications.
Negotiating with regards to salary.
Background checking.

Professional Qualification :

- ❖ MPM From Marathwada Mitra Mandal's Institute of management (Pune University) 2007 (IMERT is AICTE approved Institute and has been affiliated to the **UNIVERSITY of PUNE**)
- ❖ Graduation from Patna University in Bachelor of Arts Pass (2005)

Computer Expertise: MS-OFFICE , MS-Word, MS- Excel, MS-Power point, Outlook Express, Internet

Languages Known: English, Hindi,

Personal Details:

Date of Birth : 25/09/1985
Nationality : Indian
Marital Status : Married
Passport : L6122643
Place of issue : Mumbai
Date of Expiry : 23/12/2023

Place: Mumbai

Date: